

CIA INTERNAL USE ONLY

This Notice Expires 21 October 1957

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PERSONNEL

LEAVE

**CEREMONIES TO WELCOME HER MAJESTY QUEEN ELIZABETH II AND
HIS ROYAL HIGHNESS THE PRINCE PHILIP, DUKE OF EDINBURGH**

1. The following memorandum from the White House is quoted below for your information:

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Her Majesty Queen Elizabeth II and His Royal Highness The Prince Philip, Duke of Edinburgh, will arrive at Washington on Thursday, October 17, for an official visit to Washington.

Her Majesty and His Royal Highness will arrive at the Military Air Transport Service Terminal, Washington National Airport, at 11:15 a.m. on that day where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, they will proceed along Twenty-third Street to Constitution Avenue (expected to arrive at Constitution Avenue at approximately 12:00 noon); east on Constitution Avenue to Twelfth Street; north on Twelfth Street to Pennsylvania Avenue; west on Pennsylvania Avenue to Fifteenth Street; north on Fifteenth Street to Pennsylvania Avenue; west on Pennsylvania Avenue to the White House, arriving there at about 12:40 p.m.

It is desired that as many Government employees as possible have the opportunity to extend their greetings to Her Majesty Queen Elizabeth and His Royal Highness Prince Philip. The heads of the departments and agencies shall excuse from work those employees whose services can be spared without charge to annual leave for such time as is required to greet these distinguished visitors.

In excusing employees, the time along the route of procession and the location of employment should be taken into consideration. The approximate times of arrival at points along the route are as follows:

23rd and Constitution	- 12:00 noon
17th and Constitution	- 12:11 p.m.
15th and Constitution	- 12:17 p.m.
12th and Constitution	- 12:22 p.m.
12th and Pennsylvania	- 12:26 p.m.
15th and Pennsylvania	- 12:34 p.m.
The White House	- 12:40 p.m.

By direction of the President:

/s/ Rocco C. Siciliano
Special Assistant to the President"

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2. Supervisors will bring this Notice to the attention of all employees and release those whose services can be spared without unduly impairing the operations of the Offices concerned for such time as may be required to participate in the ceremonies.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(signed) H. Gates Lloyd

 L. K. WHITE
Deputy Director
(Support)

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